

Meadow Ranch Condominium Association, INC
Construction Approval Process

REVISED 10/27/25

To improve the consistency and quality of the Meadow Ranch HOA process for making improvements to units/homes on the property, we are broadly communicating this checklist and formalized process description.

Following these procedures for home improvements will help with smooth execution of your projects, as well as ensure the safety and consideration that we all deserve at Meadow Ranch.

The following process should be used for all planned home improvements. If you have questions about the process or steps, please contact the Property Manager or a Board Member. Our goal is to make the process as easy as possible while protecting the interests of the community at large, and supporting improvements to the property as much as possible.

HOME IMPROVEMENT NOTIFICATIONS;

1. All construction and home repair projects, even if not requiring a permit, require notification of the property manager, Board, and the neighbors. See Exhibit I: Work exempt from permit
2. All interior, and exterior work requiring a permit requires Board approval and neighbor notification. See Exhibit II: Work requiring a permit
3. All construction involving the exterior modification of a unit requires Board approval and neighbor notification. This includes garden and landscape work outside of the building envelope.
4. All construction involving exterior modifications and additions outside of the building envelope requires Board approval, neighbor notification, and TOSV Planning and Zoning approval. See Exhibit II: Work requiring a permit
5. Approved modifications or additions outside of the building envelope require an improvement survey and a letter granting a perpetual easement from the Board. Both documents need to be recorded by the Pitkin County Clerk's Office.

PROCESS:

1. Contact Property Manager at least one week prior to the next Board meeting and provide the scope of work and plans showing the work, plans to include:
 - A site plan
 - A floor plan
 - Elevations
 - A grading plan if earthmoving is involved
 - A staging plan with the locations of any proposed dumpster and/or portable toilet intended to be used as well as the location of any material storage area, and workmen parking. (It should be noted that portable toilets will only be permitted on the gravel portion of Meadow Ranch

Road and the East end of Fawn Court. Also, no more than two main area parking spaces for the workmen vehicle parking per project will be permitted).

2. At the Board meeting be prepared to explain the scope of work and answer questions on the proposed plans. You may send an authorized agent in your absence.

Plans must show existing condition and proposed changes. Minimum format size is 8 ½ x 11, larger may be requested, as well as staking of site for Board and neighbor review.

3. Upon request and at the option of the Board, a site visit may be scheduled prior to the Board meeting to help facilitate the process.

4. Upon preliminary approval of the Board, a Construction Packet will be issued. It will contain, but not limited to: Construction R&R's to be signed by owner and contractor, requested deposit amount, adjacent homeowner notification forms- all of which must be completed before the commencement of any work or staging.

5. The Board will make reasonable effort to make the process move smoothly and timely. However, under no circumstances expect construction to begin immediately. Plan ahead and allow a min. 7 to 10 days for letter of approval, with comments and/or restrictions to submit to the TOSV Bldg Dept.

6. Prior to any work the Board or Property Manager must review the stamped set of approved plans from the Bldg. Dept. This is to assure compliance with Board approved plans, specs, and comments/restrictions.

Exhibit I. IBC 2009 Section 105.2 Work exempt from permit:

Painting, wall papering, tiling, carpeting, cabinets, countertops, limited siding repair, and interior trim work.

If any above require electrical, plumbing, gas, mechanical and or changes to a party wall a permit is required per Exhibit II.

If in doubt contact TOSV Bldg. Dept.

Exhibit II. IBC 2009 Section 105.1 Work requiring a permit:

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system regulated by this code shall make application to the building official and obtain the required permits.

If in doubt it is the owner's responsibility to consult the TOSV Bldg. Dept.

Exhibit III. Affidavit of Homeowner Builder Compliance With Licensing and Building Codes

Information and applications are available at the TOSV Town Hall, second floor, 130 Kearns Rd.

Tel.923-5524

OWNER _____

DATE _____

CONTRACTOR _____

DATE _____